

NIH MANUAL 1130, Travel #2  
DATE: 07/22/99  
REPLACES: 11/30/90  
ISSUING OFFICE: OFM 435-2927

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**DELEGATIONS OF AUTHORITY**  
**Per Diem for Long-Term Temporary Duty**

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**Authority Delegated**

To authorize and approve a different rate of per diem for Long-Term Temporary Duty (TDY) in excess of 30 days and for not more than 180 days.

<u>To Whom Delegated</u>	<u>Area of Authority</u>
Deputy Director	NIH
Deputy Director for Management	NIH
IC Directors/Deputy Directors/ Executive Officers	Respective Area
OD Executive Officer	OD with the exception of ORS
Associate Director for Research Services	ORS

**Limitations/Guidance**

1. The authority delegated above must be exercised in accordance with all applicable statutes, regulations, Federal Travel Regulations or Joint Federal Travel Regulations as appropriate, and Departmental and NIH policies.
2. Reimbursement may not exceed (a) the currently set levels for each calendar day or fraction of a day in travel status for actual expense allowance subsistence within the boundaries of the continental United States, or (b) the sum of the maximum per diem allowance plus the currently set allowance for travel outside the boundaries of the continental United States.
3. As a matter of Departmental policy, no official may authorize or approve his or her own travel. All redelegations must be in writing. A copy of the redelegation must be retained by the official making the delegation and by the incumbent of the position to whom the redelegation is made. A copy of the redelegation must also be sent to the respective administrative office.

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4. All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

**Redelegation**

This authority may be redelegated. However, it should be retained at the highest administrative level necessary to ensure that programs are conducted effectively by the appropriate officials, without compromising program integrity, and without undue delay.

**Citations**

1. 5 U.S.C. 302, 5701 et seq.; 42 U.S.C. 203, 210(c), 216, and 281
2. Federal Travel Regulations, 5 CFR 410 and 41 CFR 301
3. Joint Federal Travel Regulations
4. HHS Travel Manual Chapters 1-30, 1-60, 2-00, and 5-20
5. HHS Personnel Manual Instruction 571-2
6. Travel Expense Act of 1949, as amended (Pub. L. 94-22)
7. OPM Federal Personnel Manual Chapter 410, Section 6
8. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995))

/s/  
Harold Varmus, M.D.  
Director, NIH

**Effective date: 07/22/99**